



**King County**

## **Employee Giving Program**

CNK-ES-0231  
401 Fifth Avenue, Second Floor  
Seattle, WA 98104  
Phone: 206.263.9405  
Fax: 206.263.3750  
[www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)

### **2014 Nonprofit Application Important Information and Special Notices**

Thank you for your interest in the King County Employee Giving Program! We are excited to present you with this opportunity. Please note the following important information.

Release Date on website: March 19, 2014

<http://www.kingcounty.gov/employees/giving/fornonprofits.aspx>

**Due Date:** Electronic, in office, or postmarked by **April 25, 2014 4:00pm**

Junelle Kroontje

King County Employee Giving Program

CNK-ES-0231

401 Fifth Avenue, Second Floor

Seattle, WA 98104

#### **Application Workshops**

##### **March 20th, 2014**

9:00am-10:30am

King County Elections

919 SW Grady Way

Renton, WA 98057

##### **March 27th, 2014**

10:30am-12:00pm

Chinook Building

401 Fifth Avenue

Seattle, WA 98104

Conference Room 121-123

Register here:

<http://bit.ly/1iAzSn7>

Register here:

<http://bit.ly/1l0iVHg>

- The King County Employee Giving Program (KCEGP) is the workplace giving program for King County government employees.
- All nonprofit organizations that meet the eligibility requirements and fill out a complete and on time application are eligible to be in the program.
- There are separate applications for *Independent Nonprofits, Federations, and Governmental Units*. Please use the correct one.
- This application is only valid for the KCEGP and not any other workplace campaign. Please see the KCEGP website for links to other public sector programs.
- Acceptance into the program one year does not imply acceptance in any other year. Nonprofits must reapply every year.
- While we make an effort to contact nonprofit organizations regarding the application process each year, it is the organization's responsibility to follow-up.
- There is no cost to apply; however, per King County Code 3.36 nonprofits that receive donations are responsible for the cost of the program to fundraise and administer donations. Typically this is between 8-12%.
- If there are any questions please call the EGP at 206.263.9405 prior to the deadline for assistance.
- Please read the application and the instructions very carefully because applications that are late or incomplete will be denied.
- Notification – you will receive two different email notifications:
  - One that will tell you that your application has been received. Unless it specifically says so, this email is not meant to infer that the application is complete or eligible.
  - A second email will tell you that you have been accepted into the 2014 program. If you have been denied you will receive a hard copy in the mail.
- A majority of communication from the program is electronic, please keep contact information updated and add [Junelle.kroontje@kingcounty.gov](mailto:Junelle.kroontje@kingcounty.gov) and [employeeegiving@kingcounty.gov](mailto:employeeegiving@kingcounty.gov) to your "safe" list.

## 2014 Federation Application Instructions

You have two options for submission:

1. Online Application
  2. PDF Application that can be printed off and emailed or mailed in – by request only
- These instructions apply to both options.
  - Many of our eligibility and certification requirements were updated last year. Please read each question carefully.
  - There are three different applications: Independent Nonprofit, Governmental Unit, and Federations. Please use the correct one. These instructions are for Federations.

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### Definitions

Independent Nonprofit/Charitable Organization – A nonprofit that is applying directly to the program and is not represented by a federation.

Federation – a nonprofit group that is organized to solicit and distribute contributions on behalf of its member charitable organizations.

Governmental Unit of the State of Washington – can apply if a contribution for the purpose specified by the governmental unit would constitute a “charitable contribution” under Section 170 of the Internal Revenue Code of 1986. Under Section 170, a charitable contribution to a state or political subdivision must be “for exclusively public purposes.”

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### Tips for the Online Application

- Have the KCEGP Application webpage open on another browser window:  
<http://www.kingcounty.gov/employees/giving/fornonprofits/applicationformandprocess.aspx>
- Before you begin, download the mock-up of the application, review it, and gather the information and documents you will need to complete it. You will **\*\*not\*\*** be able to save data and then come back.
- You are required to upload up to 4 (four) attachments. Have them ready ahead of time:
  1. Signed W-9 (New Federation)
  2. Copy of IRS Tax-Exempt Determination Letter (New Federation)
  3. Copy of letter from the Washington Secretary of State showing current registration in compliance with RCW 19.09 (Both New and Returning Federations)
  4. Federation Worksheet (Both New and Returning Federations)
  5. Optional upload – Organization Logo for publicity and marketing (mostly used online)
- Fields marked with a Red Asterisk \* are required. If you forget a required field, you will need to reupload any attachments you have already loaded on that page.
- Submit EARLY! That way, if there are any problems with your application, we have time to contact you and resolve the issue.
- By clicking the submit button on the last page, you are declaring under penalty of perjury under the laws of the State of Washington that all statements made in this application are true, complete and correct. Incomplete or ineligible nonprofits will be denied, however, you will have an opportunity to appeal that decision.

## Instructions

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### General Information:

There are two parts to the Federation Application: 1) the Online Application and 2) the Federation Worksheet.

Online:

- When the question is separated by “Federation”, answer that question specifically for the Federation, when the question says “Member Organizations” answer that question on behalf of all member organizations. If even one member organization does not meet that question, you must answer accordingly and fill out the corresponding pink portion of the federation workbook for that affected organization.
- If the question does not distinguish between Federation and Member Organizations then it applies to both.

On Workbook:

- There are two worksheets in the workbook: Federation/Intro and Member Organizations.
- Blue and Purple sections should be filled out for every single organization
- Pink sections are only for those nonprofits with exemptions
- Attachments are only required for Federation, however, Federations should have this information on file for their member organizations.

### Section 1: Contact Information

Fill this out for the federation. It is assumed that the federation acts as the contact for its member organizations. If this is not the case please contact the KCEGP. This information is for program use. Please make sure you include anyone in your organization that needs to be on our mailing lists.

### Section 2: Organization Information (This section is in the federation workbook)

This information is what will be used in the catalog, online, and in any other materials. Please use the information here you would like to be used in these materials. For example, the official business name of the organization may be ABC Food Bank Services, Inc., however, the organization goes by a doing business as (dba) ABC Food Bank of the Valley. This dba is what should be used in this section.

Ask yourself, *how would potential donors look for us?*

Please proof-read and double check this information carefully since it will be used in marketing materials. Errors and omissions are the responsibility of the organization.

The online application has the following in a drop-down box that also includes the option “Federation”. In the 1, 2, and 3 boxes on the PDF you will put the letter. Please indicate the primary, secondary, and tertiary organizational purposes (service categories) placing the corresponding letter of the categories below into the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> spaces in the application. We use the information to sort organizations by service category for donors.

### Categories

- |  |                                       |  |
|--|---------------------------------------|--|
| A. Animals                               | G. Emergency & disaster services      | N. Mental health, disabilities & substance abuse |
| B. Arts, culture, & humanities           | H. Environment                        | O. Senior services                               |
| C. Children & youth                      | I. Food & hunger                      | P. Social & economic justice                     |
| D. Community development                 | J. Health (general)                   | Q. Spiritual development                         |
| E. Disease, disorders & medical research | K. Housing & employment               | R. Veterans & military                           |
| F. Education & literacy                  | L. International relief & development | S. Women   |
|  | M. Legal advocacy                     |  |

### \*Example Listing:

ABC Food Bank of the Valley chose 1<sup>st</sup>: I 2<sup>nd</sup>: O and 3<sup>rd</sup>: K

On the website, their primary listing will be under I – Food and Hunger as shown below. Under O and K they will be listed under the heading: “other nonprofits doing work in this area”, which will include the organization name, EGP # and a reference to where the main entry can be found. Please do **not** include the name of the organization in the short description.

#### **Food & Hunger**

9000

#### **The ABC Food Bank of the Valley**

123 Main Street Kent, WA 98002

[www.theabcfoodbank.org](http://www.theabcfoodbank.org)

Providing food, financial assistance for utilities, rent, and basic needs to those in the Valley Area.

Nonprofit Ratings: We are asking if you are rated by any nonprofit rating agencies, if so which ones and to provide a URL to your rating. This is not an eligibility requirement, but an opportunity to provide more information to potential donors.

### Section 3: Eligibility Information


#### A. Tax – Exempt Status:

 **Required Attachment for new Federations:** Copy of IRS determination letter.

Formally recognized by the United States Internal Revenue Service as complying with Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or is a governmental unit of the State of Washington. All contributions to the organization must be tax deductible for federal income tax purposes under section 170 of the Internal Revenue Code of 1986, as amended, as demonstrated by receipt of an Internal Revenue Service letter of determination granting tax-deductible status to the charitable organization.

Question 1. Self-explanatory. This applies to both Federations and member organizations

#### B. Charitable Solicitations Registration:

 **Required Attachment for all Federations:** A copy of the letter issued by the Washington Secretary of State showing current registration as required under RCW chapter 19.09, the Charitable Solicitations Act. For more information go to the Secretary of State’s website at <http://www.sos.wa.gov/charities/> (This is NOT the annual corporation/business filing) See KCEGP website for an example.

Federation:

Question 2.a. If you answer NO then you must answer part b.

Question 2.b. Exemptions: Some organizations are exempt. If you are exempt from registration check the yes box and state the exemption in the space provided. Find more information here:

<http://www.sos.wa.gov/assets/charities/Summary-of-Washington-State-Charitable-Solicitations-Act.pdf>

Please provide the URL to your registration on the secretary of state's website. Here is a direct link to their search function to find your organization:

<http://www.sos.wa.gov/charities/DatabaseSearch.aspx>

Member Organizations:

Question 2. If you answer NO then fill out corresponding pink portion of the worksheet for each affected organization.

C. Nondiscrimination Policy:

Federation:

Question 3. This is an either/or question. Only one box on the PDF form should be checked.

Member Organizations:

Question 3. If any member organizations are claiming the exemption check the second box and fill out the corresponding pink portion of the worksheet for each affected organization.

D. Length of Existence:

Federation:

Question 4. Date of first monetary distribution to charities.

Member Organizations:

Question 4. Answer question in workbook and enter date of incorporation.

E. Governance:

This applies to both Federations and member organizations and been prefilled in worksheet.

Question 5.a. Self-explanatory

Question b. Self-explanatory

Question c. Self-explanatory – Please read this one CAREFULLY

F. Financial Accounting:

Question 6. This refers to the internal financial statement that nonprofits produce.

Question 7. Your Annual Gross Income will determine which requirement applies to you. The Annual Gross Income you should base this decision on is for the year in which your most recently completed financial statement has been completed, not ending more than 18 months prior to January 2013. For example, many organizations will not have their taxes filed (and, therefore, financial statements finalized) for 2013 by the time the application will be due. The most recent financial statement may very well be the one that ended fiscal year December 31, 2012.

Federation:


Question 6 & 7. Answer on PDF

Member Organizations:

Question 6 & 7. Answer question in workbook.

#### Section 4: Certification

Check every box and fill out completely. Additionally, federations are making the certifications on behalf of all member organizations as well.

 Please note that there are two attachments not referenced in the body of the application:

1. W-9
2. Federation Worksheet

#### TURN IN!!

- PDF users: You may sign the application and then submit the scanned copy of the application by email along with the attachments. PLEASE DO NOT use the online mock-up as a paper application. Turn in either by email to [junelle.kroontje@kingcounty.gov](mailto:junelle.kroontje@kingcounty.gov) or you may mail in the completed hard copy to:

Junelle Kroontje  
King County Employee Giving Program  
CNK-ES-0231  
401 Fifth Avenue, Second Floor  
Seattle, WA 98104

- Online Application users: You will submit all attachments at the end of the online application. By clicking the “submit” button you are electronically certifying the application and all attachments. You will receive an email confirmation with a copy of your application.
- Application and all attachments must be received (or postmarked) by the King County Employee Giving Program no later than 4:00 p.m., April 25, 2014:

Please direct questions to Junelle Kroontje, Employee Giving Program Administrator at [junelle.kroontje@kingcounty.gov](mailto:junelle.kroontje@kingcounty.gov) or 206.263.9405.

For examples of required documents and blank forms see the Nonprofit Applications page at [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving).